



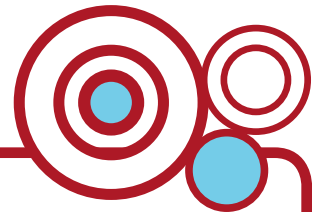
# HOW TO BE A Successful Team Captain



- 1.
- 2.
- 3.
4. Help them register online and share tips for success with them.
5. Identify at least one Top Walker on your team (someone with a goal of \$1,000 or more). **THIS CAN EVEN BE YOU!**
6. Set your personal fundraising goal to help lead your team to success!
- 7.
8. Encourage your walkers along the way and have fun achieving your goal!

### Lost your username or password?

and click the **Local Participant Tools** tab on the left side of the screen. Click the link that says **Password Reset**.



## Team Captain Registration Instructions

- 1.
2. Click the box that says **Register**.
3. Click **I Agree**.
4. Select **Start A Team** to register your team. Wait for the screen to refresh.
5. Click **New Team Under**.
6. Select your company's name in the drop down box.  
(If your company is not listed, contact your Heart Walk team to get your company registered.)
7.  
  
Click **Continue**.
8. Fill out the personal registration form, including a username and password. Click **Continue**.  
(If you have participated in any Heart Walk in the past, click at the top of the page to auto-fill the form.)
9. Your personal (and team) Heart Walk Web page will appear. Use the tabs at the top of the page to personalize your Web page, send fundraising e-mails and update your account information.

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### Other Questions?

Contact the Heart Walk event staff:

